

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB POSTING

UNCLASSIFIED

POSTING NUMBER: HR-0052

ISSUE DATE: July 18, 2012

CLOSING DATE: August 20, 2012

TITLE: Executive Director, Government Records Council

LOCATION: 101 South Broad Street, Trenton, NJ 08625

POSITION(S): One (1) **SALARY RANGE:** \$85,000.00 - \$105,000.00

DISTRIBUTION: STATEWIDE

DESCRIPTION OF MAJOR DUTIES:

The **Government Records Council (GRC)** responds to inquiries and complaints about the law from the public and public agency records custodians, issues public information about the law and services provided by the Council, maintains a toll-free help-line and Web site to assist the public and records custodians, issues advisory opinions on the accessibility of government records, delivers training on the law, provides mediation of disputes about access to government records, resolves disputes regarding access to government records. The GRC assists public agency records custodians and the public by providing guidance and information as well as resolving denial of access disputes.

QUALIFICATIONS: Graduation from an accredited college with a Bachelor's degree, Juris Doctorate required. Five years of experience in practicing law and in the administration as well as interpretation of rules and regulations. Candidates must demonstrate strong communications and leadership skills and the ability to manage workflow and staff. Experience with the Open Public Records Act (OPRA) is preferred.

Notes:

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

In accordance with the New Jersey First Act, P.L.2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

Please submit a resume along with a Letter of Interest, including a phone number to:

**Human Resources Director
New Jersey Department of Community Affairs
HR # 0052
101 South Broad Street
P.O. Box 800
Trenton, New Jersey 08625**

Resumes may be emailed to: resume1@dca.state.nj.us